

# ON LINE SERVICES

*Computer Training & Support*

## Access 2000 Intermediate

### Course Description

**Overview:** Students will learn how to enhance their database designs by using the principles of normalization and table relationships. Students also learn how to query multiple tables for data that are used in customized forms and reports.

**Objectives:** Upon successful completion of this course, students will be able to:

- \* Normalize sample tables by identifying design problems.
- \* Establish relationships between tables by analyzing table relationships and enforcing referential integrity.
- \* Customize table designs by setting field properties to maintain data integrity and by creating indexes.
- \* Design select queries by using multiple tables to calculate, group, average, and concatenate values and to show top values.
- \* Customize form designs by creating calculated fields, combo boxes, and unbound controls.
- \* Display table information that has a one-to-many relationship by creating forms that contain subforms.
- \* Customize report designs by grouping, sorting, and summarizing data, and by adding subreports.

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### Course Outline

#### **Lesson 1: Principles of table design**

Normalizing data  
Normalizing data for fourth and fifth normal forms

#### **Lesson 2: Principles of table relationships**

Analyzing table relationships  
Establishing and testing referential integrity

#### **Lesson 3: Table design techniques**

Data validation techniques  
Indexing techniques

#### **Lesson 4: Designing select queries**

Working with calculations  
Creating multiple-table queries

#### **Lesson 5: Customizing form design**

Customizing the form design  
Performing calculations on a form  
Adding combo boxes to a form  
Adding unbound controls

#### **Lesson 6: Working with data access pages**

Creating data access pages

#### **Lesson 7: Customizing reports**

Customizing a report created by the Report Wizard  
Subreports

**Additional Information:** The combined content of the Access 2000 Introduction, Intermediate and Advanced courses satisfies the requirements for the Microsoft Office User Specialist Certification for Access 2000 at the Expert level.

**What's Next?** Access 2000 Intermediate is the second course in this series. Access 2000 Advanced teaches students how to create advanced queries, create more efficient forms and reports, and work with macros. The final course in this series, Access 2000 Introduction to Application Design, teaches students to create custom applications.